

AEP FOUNDATION LOW-INCOME RESIDENTIAL WEATHERIZATION PROGRAM
Synopsis/Scope of Work
June, 2011

Facilitating Agency and Fiscal Agency for the Grant: West Virginia Community Action Partnership
(WVCAP)

Administrative Coordinating Partner: WV Governor's Office of Economic Opportunity (GOEO)

Total Project Expenditure: \$500,000

Project timeline: July 1, 2011 – March 31, 2012

Purpose of the Program: This program is developed to reduce heating, cooling, and electric baseload costs for low-income families in the applicable service territory, by improving the energy efficiency of their homes. The program is designed to enhance the existing low-income Weatherization Assistance Program that is performed by the West Virginia WAP Network.

Participation: Participation will be restricted to those customers who now qualify for the U.S. Department of Energy's Low-Income Weatherization Assistance Program and live in the APCo/WPCo service area.

Implementation: The following are the Community Action Agencies that will participate in this program due to the service area requirements and the specific funding amounts (**totaling \$475,000**) that they are to receive based upon a funding formula utilizing the OMB Poverty Guidelines of 200% poverty, which is also used as income qualification by the West Virginia Weatherization Assistance Program, and prorating partial AEP service area counties:

- CHANGE, Inc. - **\$38,534**
- Coalfield Community Action Partnership - **\$125,784**
- Community Action of South Eastern West Virginia - **\$82,031**
- Community Resources Inc. - **\$9,062**
- Council of the Southern Mountains - **\$23,293**
- Nicholas Community Action Partnership - **\$3,923**
- North Central West Virginia Community Action Agency - **\$1,910**
- MountainHeart Community Services - **\$44,997**
- PRIDE in Logan County - **\$23,498**
- Southwestern Community Action Council – **\$121,968**

Additional Information:

- Unused funds from a program unable to spend the money within agreed upon timeframe may be re-allocated to another program with the ability to spend the funds.
- All programs will operate under a *Memorandum of Understanding (MOU)* between WVCAP and GOEO.
- Each participating agency will be utilizing its approved indirect cost rate for administrative costs.
- Remaining **\$25,000** of total project expenditure will be utilized for the following as per the aforementioned *MOU*:

- **WVCAP** – Administrative oversight, fiscal responsibilities, monitoring
- **GOEO** – Data collection, reporting, administrative oversight, monitoring

Invoicing and Reporting: WVCAP will invoice the AEP Foundation prior to the program start date for the \$500,000 to provide funding for the program.

Each subgrantee Community Action Agency will submit a monthly report to WVCAP detailing the usage of the AEP Foundation Grant Funds including but not limited to each client served by the AEP Foundation Grant Funds, standard customer intake data and utility account information, measures installed at said client's home, and a breakdown of all costs associated. These reports will be reviewed and approved by WVCAP before reimbursement is processed.

WVCAP will provide the AEP Foundation with quarterly reports outlining statistical information on customers served, job costs and specific measures installed. Any other records, reports, or financial information will be sent to the AEP Foundation at the Foundation's request.

Scope of Work:

Specifically, AEP Foundation Grant funds would be used for the following measures on their low-income customers' homes in the earlier defined AEP service area in West Virginia:

- On electrically heated homes, funds pay for **50%** of the material costs on the job to cost share on energy efficiency thermal measures, such as insulation and air sealing measures.
- On electrically heated homes, funds pay **100%** for the cost of an electric heating system (*to include baseboard or forced air electric but **not heat pumps**- they are discussed below*) if the existing one is inoperable, severely damaged, unsafe, not cost-effective or sensible to repair. If repair cost is greater than 2/3 cost of a replacement, the unit may be replaced. The payment will be based on actual cost of the replacement unit (material only) with a maximum cost of **\$500**.
- On electrically heated and non-electrically heated homes funds pay **100%** for electric base load measures including:
 - a. Energy Star refrigerator on units where there is a documented payback of energy savings to be achieved as per the National Energy Audit tool or the proper metering process
 - b. Compact fluorescent light bulbs on any lights running over 2 hours each day
 - c. Low-flow shower heads
 - d. Water pipe insulation
 - e. Water heater tank insulation.
 - The measures noted in c., d., and e., above are paid with the Foundation funds only when there is an electric water heater.
 - On electrically heated and non-electrically heated homes where AEP is the electricity supplier, the Companies' funds pay **50%** of the material cost for higher efficiency *electric* water heaters in limited situations, such as inoperable, severely damaged, or leaking units.
- Heat pump installation and/or replacement:
 - Existing heat pumps with a **(SEER) of less than 10 OR a (HSPF) of less than 7** are eligible. The replacement systems must be at a minimum **13 (SEER)/7.7 (HSPF)**. Other situations that would allow for a new heat pump to be installed are as follows:
 - Inoperable or inefficient electric furnace or electric furnace with central A/C, and homes of elderly or disabled clients that have no operable air conditioning.
 - Non-existing, inadequate, or damaged duct systems may also be repaired or replaced.
 - Payment will be made for actual costs (labor and materials) up to **\$2500**.

- All heat pump sizing will be based on a Manual J calculation including those embedded in MHEA and NEAT.
- *Fuel switching is unallowable under any circumstance with the usage of the Foundation funds.*

Weatherization work will follow the March 2009 edition of the *West Virginia Weatherization Assistance Program Field Installation Standards*

All homes served must receive energy education related to the measures installed and other means of conserving electricity in their homes.